



## Worksheet 2

### Tagging

- To ensure a particular person sees your post or to acknowledge a friend you can Tag them in your post. Start your post and begin to type the friend's name. You should see a dropdown menu with a list of friends. Select the correct person and continue typing. They will be notified that you have tagged them. Likewise if you are tagged in a post you will be notified.
- *Make a **post** and **tag** a friend to ensure they see it.*

### Liking and Commenting

- In your **newsfeed**, you will see a list of your friends' posts. Underneath each post will be a box with your profile picture and a text field that says **Comment**. Click the field to add your comment.
- ***Comment on a friend's post.** This comment can be seen by all your friends as well as your friend's friends.*
- You can **Like** a post to show that you think it is a good post worthy of being seen. Posts that get Liked end up at the top of your friends' newsfeeds more often, and can help posts spread across Facebook.
- ***Like something that one of your friend's has posted.***
- You can **search** for artists, musicians, businesses, organisations, and more using the Facebook search bar. You can then "Like" these pages to receive updates on your newsfeed when they are posted.
- *See what other U3A groups are doing. Using the **search option** at the top of the page look for another U3A group. To preview the page click on the **profile picture** on the left. If you would like regular updates simply click **Like** on the left under the **cover photo**.*

### Sharing

- Links - You can **link** to material all over the web by using your status update. Simply paste the **URL** for the site you want to link to and you will see a preview appear below the text field. You can then delete the link and the preview link will remain.
- You can link just about anything, including YouTube videos, blog articles, images, and more. *Select a website or youtube video you like. Copy the URL. Paste address into your **post**. If you want someone in particular to see the **post**, **tag** them.*
- Posts - You can also share other people's posts. Select **Share**.....choose from available options - possibly **Write Post** (you can add a comment and/or tag someone); **Send in Messenger** (sends privately to someone - they don't have to be a Facebook friend) or **copy link**.
- ***Share** the post of a friend in to another friend.*

## **Messaging**

If you don't have **Messenger** go to the App Store and download it for free. **Messenger** is part of Facebook. You can switch easily between the two.

- **Messenger** allows you to send private messages to one or more people. Messages are not limited to your **Facebook** friends but everyone who has a Facebook account.
- To find a friend to message select the pencil and paper icon (**New Message**) at the top of the page. You will see a list of your friends. Select one and **go to the bottom of the page to type your message**.
- To find someone who is not a Facebook friend select the pencil and paper icon at the top of the page. Start to type the person's name in the To: box. A list of possibilities will appear. select the correct one. (be careful here).
- [Send a message to one person on your friends list.](#)
- The next time you want to send a message to this person simply select them from the left hand list.
- You can also have a **group conversation** in **Messenger**. Simply select multiple names from your friends list in the **To:** and send your message. Note that all recipients will see all messages that are sent in this conversation.
- You can **create a name for your group** for easier access later. Select **New Message**....Select new **Group** from the top right....Name the group.....select the member.....Create. This could be a good way to communicate within a club or such.
- [Create a group and send a message to these people.](#)

## **Notifications**

You will be **notified** if you have a message, have been tagged, someone has liked a post or commented on your post or a post that you have previously commented on.

- Your Facebook and/or Messenger icon on your desktop will show a red badge with the number of notifications.
- Simply open the app and select either the conversation icon or the world icon to see the notification.

## **Blocking**

You can block in a variety of ways:

**Hiding a particular post** - click the small grey arrow at the right of the post. Select from the menu that drops down. The options will be different if from an advertiser, a page you are following or from a friend. This is a good way to stop seeing posts from an overshares without unfriending them.

- **Unfriending someone** - go to your friends list and select the person you wish to unfriend. On their cover photo there are two words Friends and Message. Friend should be ticked. Click on ticked friend and you will be given the options to Unfriend. Select and they will be gone from your list.
- **Deleting a post** - Sometimes you make a post that you would like to hide or delete. Go to your timeline.....select the small grey arrow on the right...select from the options. Be aware that if the post has already shown up in someone's newsfeed it will not be removed from there so think carefully before you post.